



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: March 22, 2016

**DATE:** March 1, 2016  
**TO:** Board of County Commissioners  
**FROM:** Dave Solaro, Arch., P.E., Director  
Community Services Department, 328-2040, [dsolaro@washoecounty.us](mailto:dsolaro@washoecounty.us)  
**THROUGH:** Kevin Schiller, Assistant County Manager  
**SUBJECT:** Recommendation to designate the Division Director Engineering and Capital Projects - Community Services Department as the County Engineer and recognize Kimble Corbridge for his service as the Acting County Engineer. (All Commission Districts.)

### SUMMARY

As part of the Community Services Department (CSD) Internal Audit report, it was identified that the assignment of the County Engineer needs to be clarified. During the creation and structuring of the CSD a variety of new positions were created within Washoe County and staff has been assigned to the new positions. One of the positions created, Division Director Engineering and Capital Projects, included the language that the position would act as the County Engineer.

County code chapter 130 creates the Department of Community Services, and defines the role of the Director as having the duties and responsibilities of "Administering, directing, supervising and coordinating all planning, management and operational functions and technical activities of the departments of building and safety, community development, the regional parks and open space, public works, and water resources." Other chapters of county code clearly define the duties of the departments consolidated into chapter 130, but county code is silent on the creation of the County Engineer; however, Nevada Revised Statutes (NRS) 254 allows that the Board of County Commissioners (Board) may appoint a county engineer.

It has been the practice of Washoe County to have an appointed County Engineer and Kimble Corbridge has been Acting County Engineer since September of 2011. The conclusion of the Internal Audit is that staff is confused as to who is the correct person to act as the County Engineer in instances where county code requires action by that position. This is due to the creation of the position of Division Director Engineering and Capital Projects-CSD which according to the approved job specification acts in the role of the County Engineer.

AGENDA ITEM # 6F2

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

### **PREVIOUS ACTION**

February 25, 2014 – The Board acknowledged receipt of the Washoe County Community Services Department Audit Report from the Internal Audit Division.

January 10, 2012 – The Board held a second reading and adoption of an Ordinance amending the Washoe County Code by adding a new section designated as Chapter 130 and titled “The Department of Community Services.”

December 13, 2011 – The Board held an introduction and first reading of an Ordinance amending the Washoe County Code by adding a new section designated as Chapter 130 and titled “The Department of Community Services.”

September 13, 2011 – The Board appointed Dave Solaro as Acting Public Works Director and Kimble Corbridge as Acting County Engineer effective September 15, 2011.

### **BACKGROUND**

In February 2009 the Board approved, acknowledged, and authorized a reorganization of the then Public Works Department which included the elimination of the position of County Engineer and consolidated those duties with the Director of Public Works. With the retirement of Dan St. John-Public Works Director in late 2011, the County Manager’s Office recommended to the Board that Kimble Corbridge be appointed as the Acting County Engineer to perform the duties where required within county code. This appointment is still in place.

The Internal Audit report identified the role of County Engineer as needing clarification since the creation of the CSD within chapter 130 of the county code does not clearly denote who acts as the County Engineer. County code is silent on the creation of the County Engineer; however, Nevada Revised Statutes (NRS) 254 allows that the Board of County Commissioners may appoint a county engineer.

**NRS 254.010 Appointment in certain counties; compensation.** The board of county commissioners of any county in this State whose population is 4,500 or more may appoint a county engineer and fix the county engineer’s compensation.

**NRS 254.020 Qualifications.** The county engineer must be:

1. A qualified and competent civil engineer.
2. Licensed as a professional engineer by the state board of professional engineers and land surveyors.

**NRS 254.030 Term of office; removal.** The county engineer shall hold office at the pleasure of the board of county commissioners and can be removed from office by the board of county commissioners at any time.

**NRS 254.040 Duties.** The county engineer shall perform such surveying, engineering and other duties as may be required of him or her by the board of county commissioners.

Mr. Kimble Corbridge continues in his current status as the Acting County Engineer based on his appointment by the Board of County Commissioners in September 2011. Since that time, much has changed within Washoe County including the creation of the CSD. The creation included the flattening of the organizational structure to allow more capacity near the work. In terms of the outcome, of the process that was completed to create the structure within the CSD, the Division Director Engineering and Capital Projects-CSD is the appropriate level within the organization to act in the role of the County Engineer.

The duties of the County Engineer include: providing direction for the enforcement of Federal, State, and local statutes, ordinances, codes, and policies regarding drainage, transportation, construction, and engineering issues; oversees review and permit services to promote public safety and property protection.

It is recommended that the Board of County Commissioners acknowledge the time spent by Mr. Corbridge as the Acting County Engineer, and designate the Division Director Engineering and Capital Projects - CSD as the County Engineer for Washoe County. If the Board agrees with the recommendation, staff will work with the Human Resources Department and Mr. Corbridge to re-assess his position of Assistant Public Works Director-Engineering since the Public Works Department no longer exists.

#### **FISCAL IMPACT**

There is no fiscal impact associated with this action.

#### **RECOMMENDATION**

It is recommended the Board of County Commissioners designate the Division Director Engineering and Capital Projects - Community Services Department as the County Engineer and recognize Kimble Corbridge for his service as the Acting County Engineer.

#### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:  
"Move to designate the Division Director Engineering and Capital Projects - Community Services Department as the County Engineer and recognize Kimble Corbridge for his service as the Acting County Engineer."